



S.M.A.R.T. Objectives Worksheet Example

This sheet is a guide to help you build S.M.A.R.T. objectives. If you answer the following questions, by the end of the worksheet, you will have built an effective S.M.A.R.T. objective to use in your performance planning for Wayne LEADS.

Specific

Tips: What is to be done? What are you committed to achieving? Think in terms of observable aspects of the what -- How will you know it when you see it? Begin the objective with an action word (e.g., Increase, Design, Build, Buy, Sell, Complete, Eliminate, Establish)

Example

What: Research, design and implement a departmental orientation program

How will you know when it is done:

Includes mission, vision, and strategic priorities

Includes key policies

Includes folder of pertinent information

Includes some media presentation, i.e., PowerPoint, video, etc.

Measurable w/Measurement

Tips: How will you know it meets expectations? What standards of measure will you use? Think in terms of quality and quantity.

Example

Quantity or Quality or Frequency:

Information provided needs to be up-to-date (within a week of dated information) and 95% error free

Achievable

Tips: This will not necessarily be written in the objective, but the question as to whether the person has the knowledge, skills, abilities, and experience to achieve the objective is important to consider or this should not be on their performance plan, if it is not achievable or if there are no development aspects considered in achievement of the objective. Can it be done giving the time frame, opportunity and resources? Think of the resources it might take to achieve: money, people from other departments, etc. Is this the appropriate time to be achieving this objective, i.e., what other key university initiatives are occurring

Example

Skills, Knowledge & Ability:

Proficiency in MS PowerPoint, knowledge of University and department, knowledge of key departmental stakeholders, experience in attending orientation, ability to research and find up-to-date information

Resources needed:

Include all key stakeholders in review process; no additional budget available; software needed is available



Relevant

Tips: Relevant answers the question, "should it be done?", "why?" and "what will be the impact?" Is the objective aligned with the S/C/D's implementation plan and the university's strategic plan?

Example

Related WSU Strategic Priority:

In support of WSU Strategic priority to 3.3 Create a culture committed to service, enhancing service through improved efficiency and 3.3.1 Streamline business practices.

Supported Department & Supervisor Objective:

The dean is looking for new employees to be up and running quicker and be able to provide accurate departmental information to customers as soon as they are working with customers.

Why:

This objective was chosen to ensure new employees are knowledgeable about the university and the department, feel welcome and comfortable in their new working environment, committed to the department mission and able to fully contribute sooner than typically happens (3-6 months)

Time-oriented

Tips: Sometimes a task may only have an end point or due date. Sometimes that end point or due date is the actual end of the task, or sometimes the end point of one task is the start point of another. Sometimes a task has several milestones or check points to help you or others assess how well something is going before it is finished so that corrections or modifications can be made as needed to make sure the end result meets expectations.

Example

When:

The final program outline will be done by August 1st and the program will be implemented by October 1, 2010.